

Figure 495: Customize dialog, Menus tab, Insert drop-down

- 6) To rename a menu item, select it in the *Assigned Commands* list and choose **Rename** from the *Modify* drop-down below.

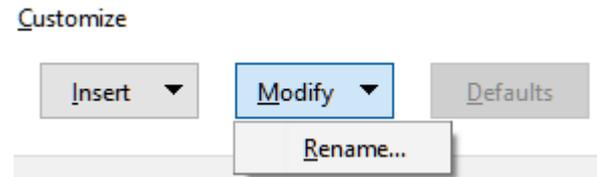


Figure 496: Customize dialog, Menus tab, Modify drop-down

- 7) Use the **Reset** button to reset Calc's menu configuration to the default settings.
- 8) When you have finished making all your changes, click **OK** to save them.

Creating a new menu

On the *Menus* tab of the *Customize* dialog, click the button next to the *Target* field and select **Add** from the drop-down list, to display the *New Menu* dialog shown in Figure 498.

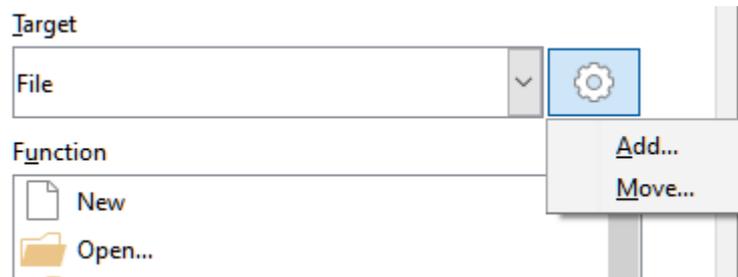


Figure 497: Location of command to add a new menu

- 1) Type a name for the new menu in the *Menu name* box.
- 2) Use the up and down arrow buttons to move the new menu into the required position on the *Menu bar*. Click **OK** to save and return to the *Customize* dialog.

The new menu now appears on the list of menus in the *Customize* dialog. It will appear on the *Menu bar* itself after you save your customizations.

After creating a new menu, you need to add some commands to it, as described above for modifying a menu.